

How to Upload Your DiPS Budget Template and Proof of experience

- Check your email inbox for a message from DiPS with the subject “DiPS – Upload supported documents.” This email contains the secure link you’ll need to upload your budget file.



Dear Diaspora Organisation,

Thank you for submitting your application to the DiPS funding call 2025.

As the next step, please upload the following required documents using the official DiPS upload link:

- Your completed budget using the official DiPS budget template
- Relevant proof of your previous grant (e.g. signed grant agreement, donor confirmation letter, or final project report)

Kindly make sure to follow the instructions provided on the upload page and ensure both documents are correctly completed and submitted.

Should you have any questions, feel free to contact us at:

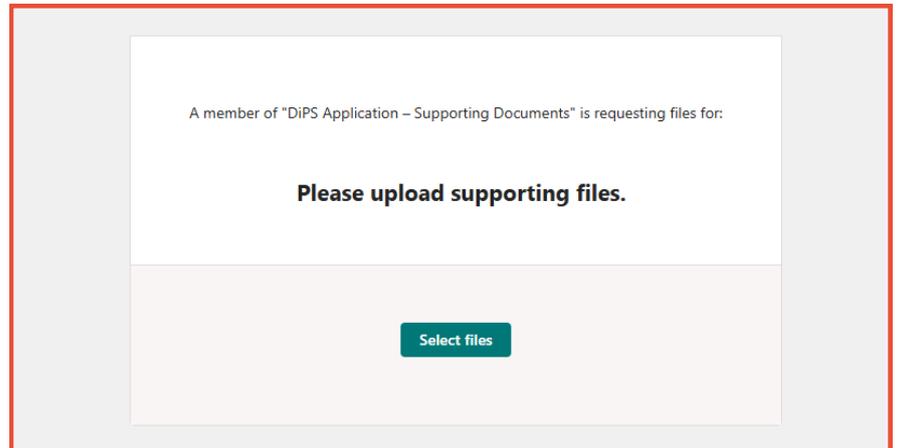
diaspora@drc.ngo

Best regards,

- Click the upload link provided in the email. This will open a secure OneDrive folder where you can upload your document.



- Click the “Select files” button and choose your completed DiPS budget template and proof of previous grant (e.g. grant agreement, donor letter, or final report) from your device. Upload will begin automatically once selected.



- Make sure the upload is complete before closing the window. You should see your file listed in the folder once it's uploaded.

Important Notes:

- Ensure you use the official DiPS 2025 budget template provided on the DiPS website.
- You do not need to log in or create an account.
- If you experience any issues or have questions, contact us at: diaspora@drc.ngo